

*Office Memorandum • UNITED STATES GOVERNMENT*

TO Mr. W. F. Friedman

DATE

8 October 1953

FROM

SUBJECT  
A. F. Lessard (x-60662)  
Recorder, Executive Development Board  
  
Meeting of Executive Development Board

A meeting of the Executive Development Board will be held on Monday, October 19 at 0900 in Conference Room 19-232B.

The agenda for the meeting is as follows:

- I. Minutes of Previous Meeting.
- II. Status of Present Participants.
  - A. A review of the case studies program being planned for Group A.
  - B. A review of the seminar program now being conducted for Group B.
  - C. Review of second Management Conference of September and plans for follow-up seminar groups.
- III. Briefing and Board Review of Appraisal-Counselling.
  - A. Briefing by Executive Development Staff of purposes and techniques of appraisal-counselling.
  - B. Executive Development Board review.

*Arnold F. Lessard*  
ARNOLD F. LESSARD